



# Multifunction Printer (MFP) Benchmark and Ad-Hoc Testing and Grading Users Guide

## **Useful Tips to Remember:**

- Never make a photocopy of the bubblesheets or answer keys.
- Never use white out or highlighters on the bubblesheets.
- Always use plain white paper for printing bubblesheets.
- Remind students to avoid stray marks on the bubblesheets, especially in the barcode area and to avoid bubbling outside the circle.
- Remind students to use a #2 pencil for best results.
- To conserve paper, teachers should have their reports emailed to them rather than printed at the multifunction printer
- Prior to grading the bubblesheets, flip through the stack and look for and pull out obvious bar code marks, sticky notes, paper clips, staples, damaged paper, etc. This will reduce the chance for paper jams and/or errors during the scanning process
- When scanning/grading, make sure all bubblesheets are face up and going in the same direction (name at the top, bar code at bottom)
- When scanning/grading, make sure paper guides on the sides of the Automatic Document Feeder (ADF) are snug against the bubblesheets. If they are not this could lead to the bubblesheets feeding at an angle resulting in possible paper jams or misread answers. (Look for the **green** light on the ADF.)
- The scanners on the multifunction printers will gradually collect debris (graphite, pieces of erasers, etc.) during heavy usage. Lift the automatic document feeder (ADF) and gently wipe the scanner glass with a soft cloth. You can also use a can of compressed air to blow out the debris from the ADF. During the testing window it is a good idea to clean the glass each morning before teachers start to scan.

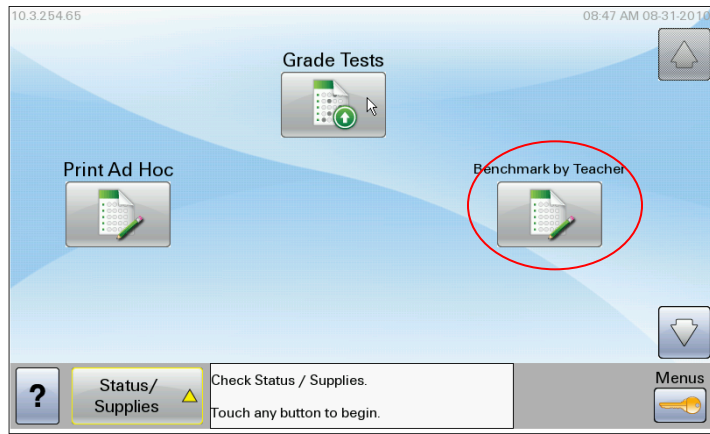
**“Frequently Asked Questions” and a “Troubleshooting Guide” are included at the end of this document.**

## Printing Benchmark Bubblesheets by Teacher

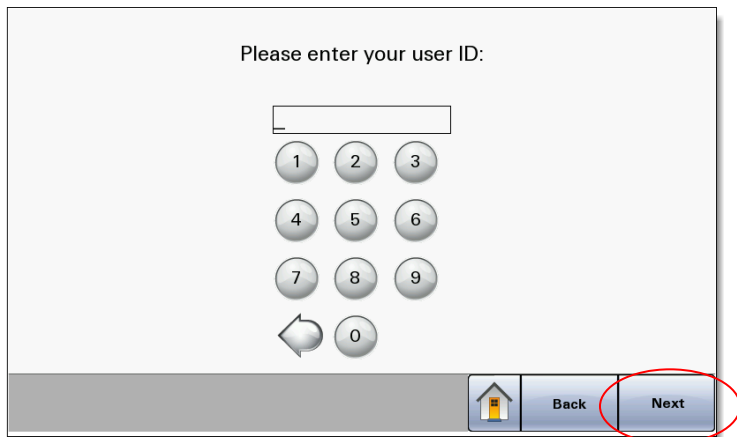
Benchmark tests are electronically graded by the district. The bubblesheets will be pre-populated with Teacher, Student, and course information.

### Welcome Screen for Teachers

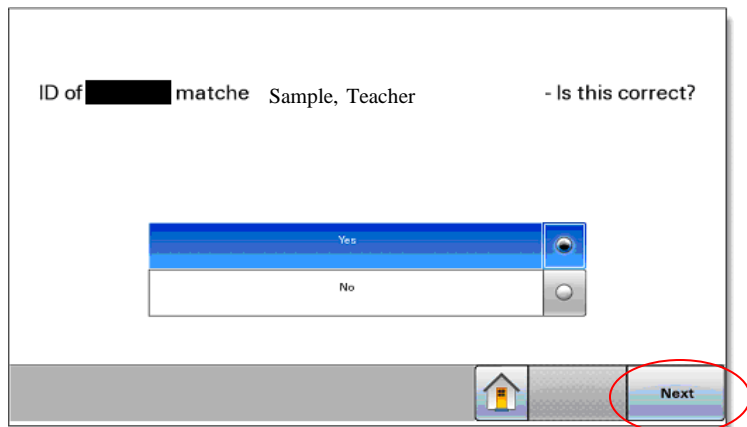
Step 1: To print Benchmark Bubblesheets select “Benchmark by Teacher”.



Step 2: Enter your Employee ID and click “Next”.



Step 3: If this is correct, click “Next”. If incorrect, select the home icon and re-enter your Teacher ID.



Step 4: Select “Print Classes” and click “Next”. Blank Bubblesheets do not contain any pre-populated student information.

Choose An Action

Print Class(es)	<input checked="" type="radio"/>
Print Blank Bubble Sheet(s)	<input type="radio"/>

Back Next

Step 5: Select the semester and click “Next”.

Please select your semester

S1	<input checked="" type="radio"/>
S2	<input type="radio"/>

Back Next

Step 6: Select the course(s) and click “Next”.

This screen will populate with all the classes assigned to the teacher with the course description, course number and the period. If you select more than one class it will automatically print a bubble sheet for every student assigned to that class. If you select just one class you have the option to print for specific students.

Please select your course

ADVISORY 8	- 0083 - 08	<input type="checkbox"/>	<input type="button" value="Up"/>
MATHEMATICS 8	- 8730 - 02	<input checked="" type="checkbox"/>	
MATHEMATICS 8	- 8730 - 03	<input type="checkbox"/>	
MATHEMATICS 8	- 8730 - 04	<input type="checkbox"/>	
MATHEMATICS 8	- 8730 - 07	<input type="checkbox"/>	
POWER MATH	- 0890 - 01	<input type="checkbox"/>	<input type="button" value="Down"/>

Deselect All Select All Back Next

Helpful Hint: You can Select All or Deselect All

Step 7: Select the student(s) and click “Next”.

In the previous example we selected “Mathematics 8, course # 8730, 2<sup>nd</sup> Period” and the mfp displays the 2<sup>nd</sup> period roster.

From here, the mfp automatically selects all the students assigned to that class and will print bubblesheets for each student unless you deselect certain students.

Please select your student(s)

BALLENGER, ALEXIUS	<input checked="" type="checkbox"/>
CARLSON, VALERIE LAUREN	<input checked="" type="checkbox"/>
CHRISTOPHER, LAUREN ELIZABETH	<input checked="" type="checkbox"/>
CORONA, ANTHONY FIDENCIO	<input checked="" type="checkbox"/>
CURLEE, WILL JOSEPH	<input checked="" type="checkbox"/>
GEARY, JOHN C	<input checked="" type="checkbox"/>

Deselect All Select All Back Next

Helpful Hint: You can Select All or Deselect All

Step 8: Select the Benchmark bubblesheets for the test you administer and click “Next”; the students’ bubblesheets will now be printed.

Please note: The software automatically prints two blank bubblesheets for each course in case there is a new student in the course who was not listed in the roster.

Also, the bubblesheet options will be pre-populated and provided by the district. These bubblesheets will vary and are determined by the grade level and test window.

Please select the name of the test you'd like to print

SAMPLE

SAMPLE TEST B

Back Next

Step 9: Once the bubblesheets for the selected benchmark have printed, you are given the option to print more bubblesheets. If you select “Yes” it will take you back to the course list and you can print bubblesheets for another course. If you select “No”, it will take you back to the welcome screen.

Would you like to print more?

Yes

No

Next

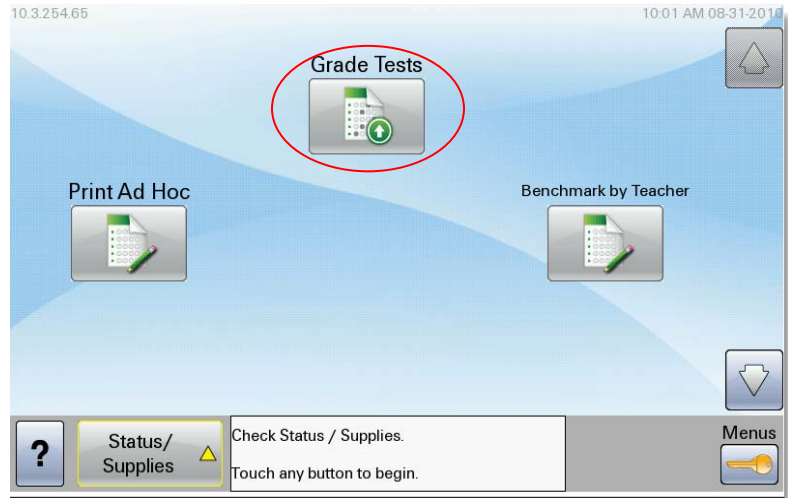
## Grading Benchmark Tests and Printing Reports

Once the students have completed the benchmark tests it is now time to scan and grade the bubblesheets.

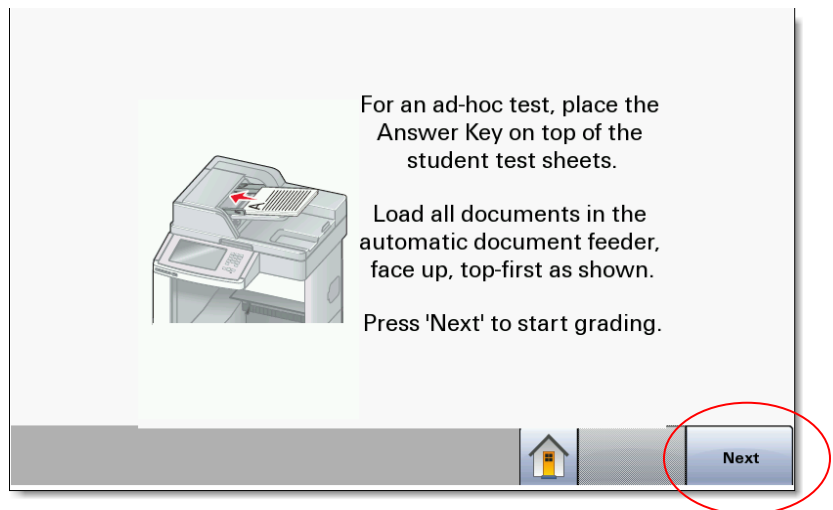
### Welcome Screen for Teachers

Step 1: To grade Benchmark tests place bubblesheets **face up** on the automatic document feeder and press “Grade Tests”.

Please note: For Benchmark tests there is an electronic answer key and a teacher populated answer key **is not** needed. For Ad-Hoc tests, a teacher populated answer key **is** needed.



Step 2: This prompt screen reminds you to place bubblesheets **face up** and going in the same direction (name at the top, bar code at bottom) on the automatic document feeder. Click “Next” to start grading tests.



The mfp will scan all the bubblesheets that are loaded into the automatic document feeder (ADF). The ADF can hold approx. 75 sheets of paper and you can repeat this process to scan as many pages as needed.



Step 3: Once finished, the mfp will ask if you have more bubblesheets to scan. If so, add more bubblesheets to the ADF and select “Yes” and then click “Next”. Select “No” if you are finished scanning and click “Next”.

Would you like to scan in more test pages?

Yes No

Next

Step 4: Once scanning is complete, the mfp will prompt you to select the reports you want emailed. Please note:

- There are 2 report screens. Use the **down arrow** to scroll to the 2<sup>nd</sup> report screen.
- If the box is ‘grayed’ out you cannot select it.
- See page 14 for sample reports.

**\*\* To save paper,** teachers should email reports rather than print at the mfp.

### Report Screen 1

Select your reports for each group

	Print	Email	
Student Statistics Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Grade Report (Condensed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Grade Report (Full)	<input type="checkbox"/>	<input type="checkbox"/>	
Item Analysis Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Deselect All Select All Back Next

Once you receive the “Grading completed with no errors...” message, the mfp will email the selected reports to you.

Grading completed with no errors. All results successfully delivered.

Next

## **Printing Benchmark Tests by an Administrator**

This option should only be selected if an administrator needs to print a benchmark for an entire grade level (i.e. 9<sup>th</sup> gr. TAKS release, 10<sup>th</sup>/11<sup>th</sup> gr. Science) regardless of the teacher's class the students are enrolled in at this time.

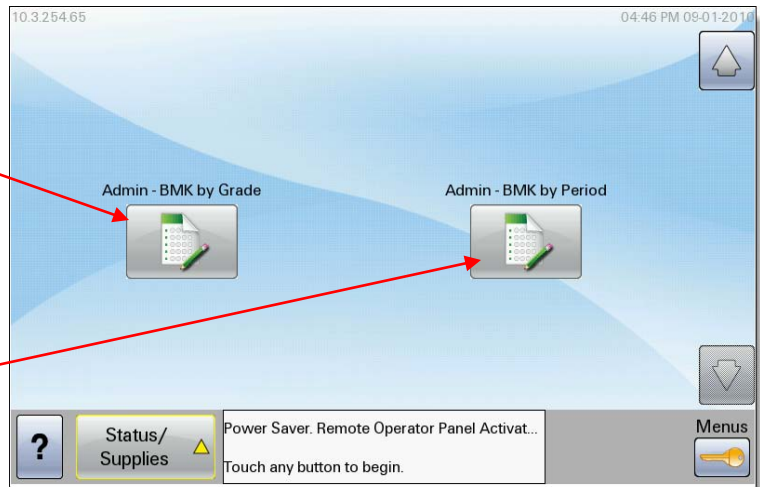
Step 1: Scroll down from the Welcome Screen using the down arrow and you will be presented with two options for an administrator to print benchmark tests. *Both follow very similar workflows as above with a few minor differences.*

Option 1:

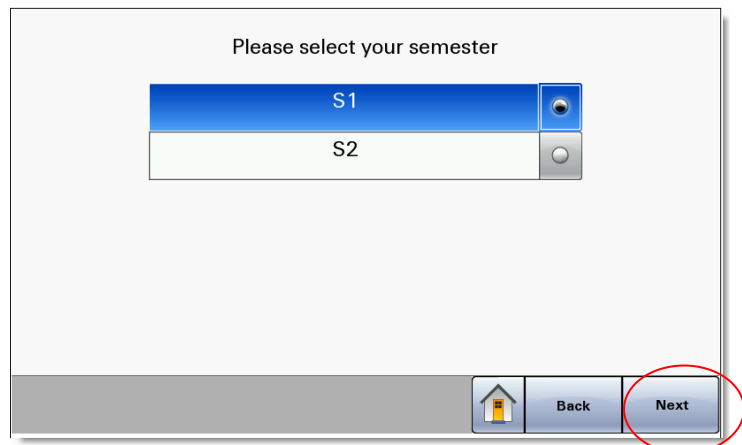
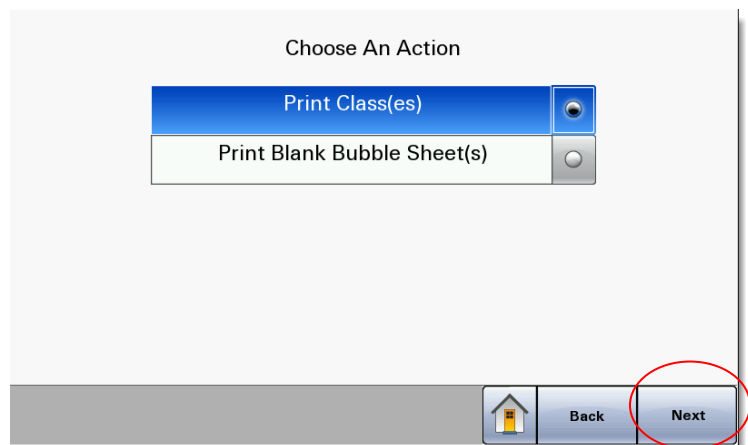
“Admin - BMK by Grade” prints all the students’ bubblesheets for a specific grade alphabetically by student.

Option 2:

“Admin-BMK by Period” prints all the students’ bubblesheets by a specific period alphabetically by teacher name.



Steps 2 and 3: Similar prompts as before.





Step 4: The administrator must select their campus ID and click “Next”.

Please select your campus ID

8	<input type="checkbox"/>	<input type="button" value="Up"/>
41	<input type="checkbox"/>	
42	<input type="checkbox"/>	
43	<input checked="" type="checkbox"/>	
44	<input type="checkbox"/>	
45	<input type="checkbox"/>	<input type="button" value="Down"/>

Step 5: The administrator must select the grade level to print and click “Next”.

Please select your grade level

06	<input type="checkbox"/>
07	<input type="checkbox"/>
08	<input checked="" type="checkbox"/>

Depending on which option was selected: If “Admin-BMK by Period” was selected, there is one additional prompt to select the period to print and click “Next”.

Please select your period

01	<input type="radio"/>	<input type="button" value="Up"/>
02	<input type="radio"/>	
03	<input checked="" type="radio"/>	
04	<input type="radio"/>	
05	<input type="radio"/>	
07	<input type="radio"/>	<input type="button" value="Down"/>




### Admin Printing Options:

Select “All” and click “Next” and you will print a bubble sheet for every student in the grade level selected.

**OR**

Please select your student(s)

Select All	<input checked="" type="radio"/>
Continue (0 selected)	<input type="radio"/>
ACOSTA, DAISY MICHELLE - EDWARDS, ISAIAH DANIEL	<input type="radio"/>
ELANGO VAN, VENKATA PRASANNA - LOZANO, BRAND...	<input type="radio"/>
LUBININ, SIVAN - RUIZ, ERIK CHICO	<input type="radio"/>
RUNKLE, KRISTIAN PAIGE - YOUSEFY, TINA	<input type="radio"/>




### Admin Printing Options:

If you need to select certain students, locate the student within the given alphabetical range and click “Next”. This will allow you to locate and print bubblesheets for specific students.

**Note:** This option prints about 100 bubblesheets at a time in a group.

Please select your student(s)

Select All	<input type="radio"/>
Continue (0 selected)	<input type="radio"/>
ACOSTA, DAISY MICHELLE - EDWARDS, ISAIAH DANIEL	<input checked="" type="radio"/>
ELANGO VAN, VENKATA PRASANNA - LOZANO, BRAND...	<input type="radio"/>
LUBININ, SIVAN - RUIZ, ERIK CHICO	<input type="radio"/>
RUNKLE, KRISTIAN PAIGE - YOUSEFY, TINA	<input type="radio"/>




  

### Admin Printing continued:

Once you have selected your specific students, select the “Continue” radio button and click “Next”.

Please select your student(s)

Select All	<input type="radio"/>
Continue (2 selected)	<input checked="" type="radio"/>
ACOSTA, DAISY MICHELLE - EDWARDS, ISAIAH DANIEL	<input type="radio"/>
ELANGO VAN, VENKATA PRASANNA - LOZANO, BRAND...	<input type="radio"/>
LUBININ, SIVAN - RUIZ, ERIK CHICO	<input type="radio"/>
RUNKLE, KRISTIAN PAIGE - YOUSEFY, TINA	<input type="radio"/>

**Admin Printing continued:**  
Similar prompt as before.

Please select the name of the test you'd like to print

SAMPLE	<input type="radio"/>
SAMPLE TEST B	<input type="radio"/>

Navigation buttons: Home, Back, Next (circled in red)

**Admin Printing continued:**  
There will be a warning about the quantity of pages about to be printed. The number of pages printed will vary by campus and grade level. A bubblesheet will be printed for every student.

About to print 363 pages. It may be a few minutes before printing begins, and the MFP may return to the welcome screen.

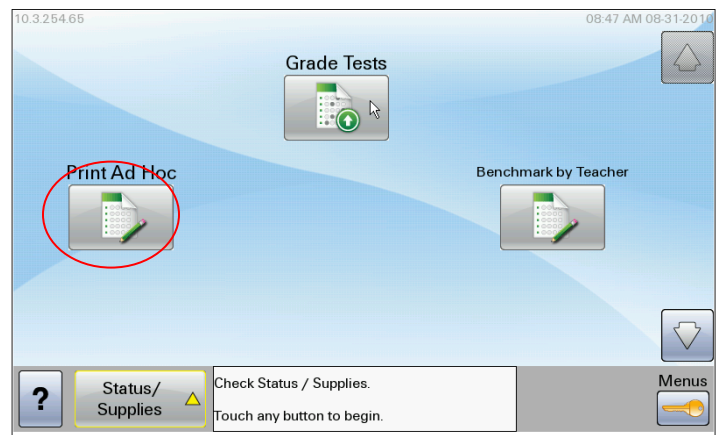
Navigation buttons: Home, Back, Next (circled in red)

## Ad-Hoc Tests (i.e. teacher created tests, common assessments, short cycle, etc.)

- ✓ The workflow for printing ad-hoc tests is almost identical to benchmarks with just a few differences.
- ✓ Teachers must create a bubblesheet answer key.
- ✓ Answer bubbles are labeled A-D and F-J (benchmark bubbles are A-D only).
- ✓ Teachers can give the test a name for reference purposes (i.e. Ch. 1 History Test)
- ✓ There are several bubblesheet forms to choose from. Some are multiple-choice only, while others contain a combination of bubbles and grids.
- ✓ For ad-hoc tests, there is an additional report option. The “Student Grade Condensed No Correct Answers” report allows students to see what questions they missed, but does not provide the correct answer for them.

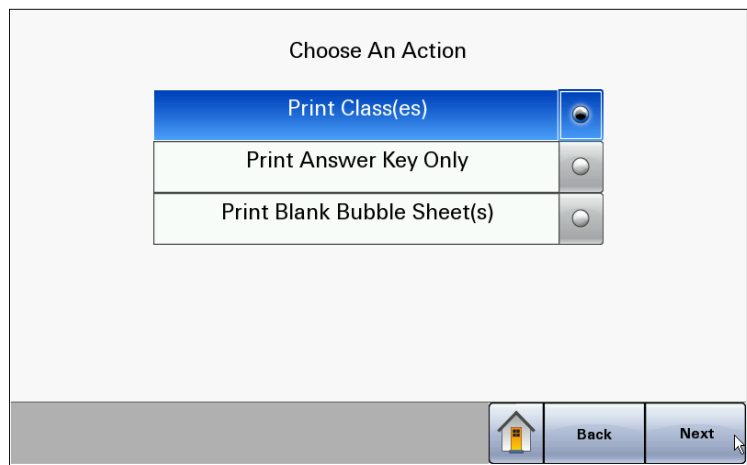
### Welcome Screen for Teachers

Step 1: To print Ad-Hoc Bubblesheets select “Print Ad-Hoc”



Steps 2 – 7: Similar prompts will appear

Please note this difference:  
A blank answer key will **automatically** print when “Print Classes” is selected.



Please note this difference:

There are several ad-hoc forms available.

If the ad hoc test given requires a grid response(s) then the teacher must select a griddable form that is appropriate for the grade level.

Which form would you like to print?

50 MC A-E	<input type="radio"/>
50 MC A-D,F-J, 2 ELE Grids	<input type="radio"/>
50 MC A-D, 2 ELE Grids	<input type="radio"/>
70 MC A-E 1 HS and 1 MS Grid	<input type="radio"/>
75 MC A-D,F-J	<input checked="" type="radio"/>

Back Next

Please note this difference:

This prompt allows the teacher to name the test. It is highly recommended that a test name be entered so it will appear on each of the printed reports.

Please enter a name for the test (optional)

chapter 1 test\_

Virtual keyboard interface with keys for numbers, letters, symbols, and navigation.

Back Next

Please note this difference:

Select “No” and click “Next”. The **Answer Key** (which the teacher will complete) and pre-populated bubblesheets with student information will be printed for each student.

Would you like to print more?

Yes	<input type="radio"/>
No	<input checked="" type="radio"/>

Next

### Additional Information about Printing and E-mailing Reports...

Currently there are 6 standard mfp reports that are available to display student results. They are listed below and a sample of each report is included:

Student Statistics Report  
Student Grade Report (Full)  
Student Grade Report (Condensed)  
Item Analysis Graph Report  
Condensed Item Analysis Report  
CSV Responses and Results (for Ad Hoc tests only)

**Please note:** Customized reports (that are suggested by teachers) will be discussed by the Strategic Reporting Teacher-User Group to review custom development costs and project timelines.

#### SAMPLE STUDENT GRADE REPORT

Name: COLDER, EDGAR  
Class: WORLD CIV  
Teacher: MANN, NIMEE

Like This: ☒ Not like this: ☐

1. ☐ A ☐ B ☐ C ☐ D
2. ☐ A ☒ B ☐ C ☐ D
3. ☒ A ☐ B ☐ C ☐ D
4. ☐ A ☒ B ☐ C ☐ D
5. ☐ A ☐ B ☐ C ☒ D
6. ☐ A ☐ B ☐ C ☐ D
7. ☐ A ☐ B ☐ C ☐ D
8. ☐ A ☐ B ☐ C ☐ D
9. ☐ A ☐ B ☐ C ☐ D
10. ☐ A ☐ B ☐ C ☐ D
11. ☐ A ☐ B ☐ C ☐ D
12. ☐ A ☐ B ☐ C ☐ D
13. ☐ A ☐ B ☐ C ☐ D
14. ☐ A ☐ B ☐ C ☐ D
15. ☐ A ☐ B ☐ C ☐ D



#### Student Grade Report

Student: COLDER, EDGAR

	Grade	Total Score	Score (%)
Overall	D	3.00	60.00 <div></div>

##### Responses

Question	Response	Correct Answer	Question	Response	Correct Answer	Question	Response	Correct Answer
Q1	A		Q3	A	C	Q5	E	
Q2	B		Q4	B	D			

7/15/2008

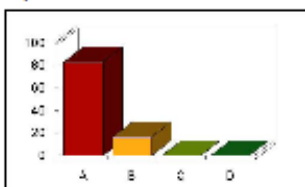
Student Grade Report

Page 1

## Item Analysis Graph Report

sample math - 52 - 128417 - 8730 - 08 -

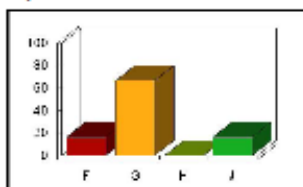
**Q1**



Response	Percent
A	83.33
B	16.67
C	0.00
D	0.00

Correct: A

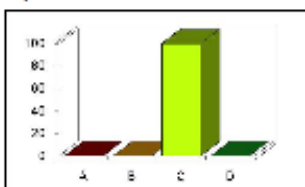
**Q2**



Response	Percent
F	16.67
G	66.67
H	0.00
J	16.67

Correct: G

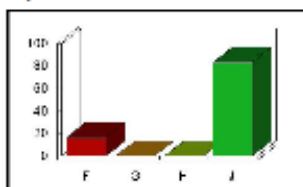
**Q3**



Response	Percent
A	0.00
B	0.00
C	100.00
D	0.00

Correct: C

**Q4**



Response	Percent
F	16.67
G	0.00
H	0.00
J	83.33

Correct: J

## Condensed Item Analysis Report

sample math - 52 - 128417 - 8730 - 08 -

**Q1**

Response	Frequency	Percent	
*A	5	83.33	<div style="width: 83.33%;"></div>
B	1	16.67	<div style="width: 16.67%;"></div>
C	0	0.00	
D	0	0.00	

**Q2**

Response	Frequency	Percent	
F	1	16.67	<div style="width: 16.67%;"></div>
*G	4	66.67	<div style="width: 66.67%;"></div>
H	0	0.00	
J	1	16.67	<div style="width: 16.67%;"></div>

**Q3**

Response	Frequency	Percent	
A	0	0.00	
B	0	0.00	
*C	6	100.00	<div style="width: 100.00%;"></div>
D	0	0.00	








**Q4**

Response	Frequency	Percent	
F	1	16.67	<div style="width: 16.67%;"></div>
G	0	0.00	
H	0	0.00	
*J	5	83.33	<div style="width: 83.33%;"></div>

## Student Statistics Report


sample math - 52 - 128417 - 8730 - 08 -


### Overall

Student	Overall			Objective Total	Subjective Total
	Grade	Total	Percent		
REEL200030	A	13.00 / 14.00	92.86 	13.00 / 14.00	0.00 / 0.00
LEIBENW100000	F	6.00 / 14.00	42.86 	6.00 / 14.00	0.00 / 0.00
LEIBENW100000	C	11.00 / 14.00	78.57 	11.00 / 14.00	0.00 / 0.00
LEIBENW100000	B	12.00 / 14.00	85.71 	12.00 / 14.00	0.00 / 0.00
LEIBENW100000	B	12.00 / 14.00	85.71 	12.00 / 14.00	0.00 / 0.00
LEIBENW100000	A	14.00 / 14.00	100.00 	14.00 / 14.00	0.00 / 0.00
Mean	B	11.33	80.95 	11.33	0.00


## Student Grade Report

sample math - 52 - 128417 - 8730 - 08 -

Student: 

	Grade	Total Score	Score (%)
Overall	A	13.00 / 14.00	92.86 

### Responses

Question	Response	Correct Answer	Question	Response	Correct Answer	Question	Response	Correct Answer
Q1	A		Q7	A		OR3	0	
Q2	G		Q8	G		GRC1	0000.00	
Q3	C		Q9	C		GRC2	0000.00	
Q4	J		Q10	H 	J	GRD1	0000.000	
Q5	C		OR1	0		GRD2	0000.000	
Q6	G		OR2	0				



## **Lexmark Multifunction Printers (MFP)**

### **Frequently Asked Questions**

#### **General**

**When I walk up to the Testing and Grading MFP (multifunction printer) the touch screen is dark, why?**

The MFP is in a “sleep mode” gently press anywhere on the touch screen or the key pad and the device will “wake” up. If not, check to see if the MFP may have been powered off.

**Can I make copies or print other documents on the device?**

No, the MFP is only to be used for Benchmark and Ad-Hoc Testing and Grading only.

**I received a paper jam error during scanning what do I do?**

Clear the paper jam by following the instructions on the touch screen and re-scan your documents. If you’re having difficulty clearing the paper jam contact your campus ITS.

**I printed my bubble sheets but the text and bubbles came out extremely light or faint on the paper not dark like normal, what do I do?**

Chances are the MFP is running low on toner and not enough toner was fused to the paper. Contact your campus ITS and determine if new toner is needed.

Scanning/Grading bubble sheets with not enough toner on the page will result in errors.

**I was in the middle of selecting/printing my bubblesheets (Benchmark or Ad-Hoc) and I walked away from the MFP, when I came back the “Welcome Screen” was displayed, what happened?**

There’s a timeout function in place, if you walk away or do not input any data for a certain amount of time it will return back to the first screen and you’ll have to start over.

#### **Benchmark Testing**

**I’ve scanned my Benchmark bubble sheets successfully, how do I get my Benchmark Test results?**

Once you are finished scanning and the results are tabulated you will have the option at the MFP to print or email your student grade reports. To conserve paper, it’s recommended to have them emailed to you instead of printing them at the machine.

**I scanned my Benchmark bubblesheet successfully but I accidentally forgot to select to have the reports emailed to me, how do I get my email reports do I re-scan?**

No, for Benchmarks you do not rescan because that creates too many duplicate records. You will have to wait for the reports to be generated at the district level.

**I scanned my Benchmark bubblesheets successfully and when I selected to have my reports emailed to me I received an error message?**

The email address on file may be incorrect or contain a typo.

If you did not receive an error message and still did not receive your student grade reports there may be an issue with the email server, contact your campus ITS.

**Do I need an Answer Key when I scan my Benchmark tests?**

No, the Benchmark tests are graded electronically. You only need an answer key when you administer an Ad-Hoc test (i.e. teacher created tests, common assessments, etc.)

**I have a new student, when I printed off my Benchmark bubblesheets for my entire class he/she was not listed and there was not a pre-populated bubble sheet for that student, what do I do?**

When you print bubblesheets for your class you will also receive two blank bubblesheets that omit the student name and student ID. Give one of these to the new student to take the Benchmark Test. Scan/Grade all your tests, the software on the MFP will detect the blank bubblesheet and prompt you to enter the student ID number and the student name (enter it as Last name, First name) using the touch screen on the MFP.

**My student accidentally left a question blank or filled in two bubbles on one question, how is that graded?**

The question will be marked incorrect.

**In the middle of scanning/grading my Benchmark Tests I received this error message, “Error-Contact System Administrator”, what do I do?**

Contact your campus ITS and capture as much information as possible. Your campus ITS will need to know: Date and Time of scan, teacher name, Test ID and/or Name of the bubble sheets you were scanning. (See the MFP Troubleshooting FAQ for additional information.)

**I have more Benchmark Bubble Sheets than what will fit in the Automatic Document Feeder (ADF), how do I scan/grade all my bubble sheets?**

The ADF is designed to only hold 75 sheets of paper. Scan your first batch of 75 bubble sheets and the system will ask you if you’d like to scan more. Load the second batch in the ADF select “yes” and click “next”. You can repeat this procedure until you have finished scanning all of your bubblesheets.

**Ad-Hoc Testing (i.e. Teacher created tests, common assessments, etc.)**

**How do I grade my Ad-Hoc bubble sheet tests?**

When you print out your ad-hoc bubblesheets for your students, the first printed page will be an Answer Key. You must fill out the Answer Key with the correct answers to the test being administered. When it is time to scan/grade the bubblesheets, the Answer Key must be placed in the ADF face up on top of the student’s bubblesheet tests. Press “Grade Tests” on the touch screen

**I would like to give a 15 question multiple choice only Ad-Hoc test but I don’t have the option to print a 15 question bubble sheet form what do I do?**

You can still give your 15 question test. Select the bubble sheet form with 25 multiple choice questions. You only need to fill out the Answer Key with 15 answers. The software will recognize the test only contained 15 questions and will be graded appropriately.

**I teach two classes during 3<sup>rd</sup> period (i.e. English I and English I TAG) do I need two answer keys or just one when I scan/grade my tests?**

If you are administering just one test with the same answers you can combine both classes under one answer key. If it's two different tests you will need to fill out two different answer keys.

**I teach English I in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> period, my students are all taking the same test and I printed bubble sheets for all my students. Can I use one answer key and scan/grade all at once? How will this affect my student grade reports?**

Yes, you can use one answer key. After scanning/grading all three periods at one time the teacher will have the option to receive the reports for each period and reports for the aggregate results (all 3 periods combined into one report).

**I would like to give a test that has a majority of multiple choice questions and a couple open response and/or a “griddable” questions. Is there a bubblesheet available for this option?**

Yes, there are a variety of griddable forms to choose from depending on the grade level of your campus.

**When can we PRINT  
benchmark bubblesheets?  
When does the benchmark  
window CLOSE?**

- Benchmark bubblesheets may be printed two days before the scanning window opens.
- The benchmark window closes at midnight on the last day of the window.

**What are 4 strategies for  
successful benchmark  
scanning...the first time?**

- **Carefully Select Benchmark Bubblesheets:**
  - On-Level or Mod? TAG or Accel? English or Spanish?
  - For mixed classes - carefully select the bubblesheet that matches the course or grade level
- **Place bubblesheets on desktop (not on top of workbooks) to bubble:**
  - Use a #2 pencil
  - Darken the bubble COMPLETELY
  - Erase stray marks
- **Scan Early:**
  - If there are issues then scanning early provides time to resolve them within the window
  - Check the Student Grade Report to see if there are any "blank" or "mult" scoring issues
  - If there are issues please contact the campus ITS
- **Avoid Timing Out:**
  - Monitor the mfp while it scans and do not allow it to time out waiting for an answer
  - The timeout function has been extended to 90 seconds

**If a student is exempt from  
taking a benchmark via the  
IEP, how should the  
bubblesheet be handled?**

- The recommendation is...do not print or scan benchmark bubblesheets for students who are exempt.
- However, teachers are welcome to hand score their tests for their own information. There are times when campuses have exempt students take a benchmark to try and get a sense of how close students might be toward being able to handle these assessments with accommodations, but if they are exempt with IEPs, then we should not be handling their data in a capacity that is prohibited by legally binding paperwork.

**When will we receive  
benchmark reports?**

- Teachers receive their benchmark reports from the multi-function printer immediately **via e-mail**.
- Campus administrators and teachers **typically** receive benchmark reports via the **RRISD Portal** within 2-3 business days after the benchmark window closes.
- Campus and District administrators and teachers receive benchmark reports via the **Q-drive typically** within 5 business days after the benchmark window closes.

### How is an absent student's bubblesheet graded?

- **Remove the absent student's bubblesheet before scanning.** This allows for more accurate classroom results from the mfp reports. If the student does not return before the window closes, then administer the benchmark when the student returns and grade the 'absent student's' bubblesheet as a late scan.
- If an absent bubblesheet is scanned, then the mfp will show the student missed every question because the questions are blank and the mfp reports will include the absent student's failing results. That is why removing it temporarily will enable more accurate classroom results from the mfp reports.
- However, the absent bubble functions as a "flag" for the Assessment Dept. Once the benchmark window closes and the Assessment Dept. processes the results, then:
  - **If the absent bubble is used** and the student has no answers recorded, then the Assessment Dept. **will not** include it in the campus / district reports.
  - **If the absent bubble is not used**, and the student has no answers recorded, the Assessment Dept will include it in the campus / district reports because there is no way of knowing if the student was absent or simply "chose" not to take the test.
  - **If the student answered even a single question**, then the Assessment Dept. will keep their information in the file and the results will be included in the campus reports.

### If the benchmark deadline is missed, how do we scan bubblesheets late?

- There is a two-week late scan window that is designed to capture absent students' results and/or allow teachers to rescan **individual** bubblesheets that may have had a "blank" or "mult" issue.
- Contact the principal and let him / her know that a late scan is needed. The principal will be given the override password that allows late scanning.
- **Please note:** late scan results will **not** be included in the campus / district Q-drive reports. Also, please know that the Assessment Dept. will not process the "late scan" files until they have time. So it could be awhile before the student's results are updated in the data warehouse...but users will have an mfp report showing the benchmark results.

### Who do we contact if we have questions?

- **Contact the campus ITS if users...**
  - Did not receive an email with the results within a few minutes of scanning.
  - Received a 'contact system administrator' message or a 'barcode read error' message.
  - Have questions about "blank" or "mult" on the student grade report.
  - Have questions about using the mfp for printing and/or grading.
- **Contact the District Curriculum Specialist if users...**
  - Have questions about the answer key or the benchmark guide.
  - Have questions about the length of time for the benchmark window.
- **Contact the Academic Data Analyst (464-5658) if users...**
  - Have questions about how to use / interpret the benchmark data to improve teaching and learning.

Issue	Possible Causes	Actions
<b>Contact Campus ITS</b>	The campus ITS is the first point of contact when troubleshooting the multi-function printers (mfp). If the campus ITS is not available, then teachers may send the information to the district mfp contact.	When contacting the campus ITS, please provide the following information: <ul style="list-style-type: none"> <li>- Date scanned</li> <li>- Approx. time scanned</li> <li>- Teacher ID</li> <li>- Teacher Name</li> <li>- Grade Level / Subject</li> <li>- Benchmark or Ad Hoc</li> <li>- A few student names</li> <li>- If a rescan is needed or not</li> <li>- Any error messages or time out issues</li> <li>- Location of the mfp - if campus has multiple machines</li> </ul>
<b>Student's benchmark score is too low</b>	<b>"BLANK"</b> is displayed in the Student Grade Report because from the mfp perspective, the bubbling was too light or incomplete.	Use a #2 pencil and darken the "blank" bubbles for those questions (or ask the student to darken them) and rescan just this bubblesheet. <i>Please do not rescan the entire batch- this creates unnecessary duplicate data files.</i>
	<b>"MULT"</b> is displayed in the Student Grade Report because from the mfp perspective, there were multiple bubbles selected. The most frequent causes for "mult" issues are 1) an "image line" caused by debris build-up on the scanner glass and 2) stray marks or messy bubbling outside the bubble lines.	If the issue is due to debris on the scanner glass, <b>clean the scanner glass</b> with a soft cloth. If the issue is due to a stray mark or messy bubbling, carefully erase the stray marks, and in either case, rescan just this bubblesheet. <i>Please do not rescan the entire batch- this creates unnecessary duplicate data files.</i>
	Printed and scanned the wrong bubblesheets.	Shred the "wrong" bubblesheets and reprint the correct forms. <b>If</b> the benchmark window is closed, then the principal will have to call the district mfp contact for an override password to reprint the correct bubblesheets.
	Reversed the ABCD scoring rubric	CAREFULLY erase the writing composition bubbles, bubble them correctly, and rescan all affected bubblesheets. (FYI...This option may not work depending on how dark the composition bubbles are darkened. The mfp may show MULT for multiple bubbles. In that case, new bubblesheets must be printed, answers transcribed, and rescanned.)
	Forgot to bubble in the writing composition scores before scanning.	Bubble in the composition scores and re-scan. The Assessment Department must replace each of the lower scores with the higher scores before the data is uploaded into the data warehouse.
	<b>ERROR #3 (#31 or #3100)</b> displayed in the Student Grade Report because from the mfp perspective, the bubbles are not aligned with the Lexmark software.	Contact the campus ITS and/or the district mfp <u>contact</u> and provide the information listed above. Additional research is needed to resolve this error.

Issue	Possible Causes	Actions
<b>Did not receive an e-mail with results immediately after scanning</b>	<p>The most frequent cause of a user not receiving an e-mail with the results is due to the mfp timing out while waiting for an answer. The data are not transmitted when the mfp times out.</p> <p><b>NOTE:</b> The mfp times out after 90 seconds of inactivity.</p>	<p>Users will receive a message on the prompt screen at the end of the scanning process that reads, <b>"Grading completed with no errors. All results successfully delivered."</b> If the user does not receive this message, then the scanning either timed out or was unsuccessful.</p> <p>Users should re-scan and monitor the mfp to make sure that all bubblesheets scan successfully.</p>
<b>"Barcode Read Error" message</b>	<p>The most frequent cause for this message is scribbling in the barcode or the corner of the bubblesheet is folded over the barcode</p>	<p>Check for marks in the barcode areas of the student's bubblesheet. If any are found, either erase the stray marks and rescan the batch again or transcribe the student's responses onto a new bubblesheet and rescan the batch again.</p> <p>If the corner of a bubblesheet has been folded over, unfold the corner and rescan the entire batch again.</p>
<b>Paper Jams</b>	<p>The most frequent cause for this message is a misaligned paper guide.</p>	<p>The paper guides are located on the top of the automatic document feeder. Cancel the job, remove the jammed paper, re-align the paper guides, look for the <b>green light</b>, and re-scan the bubblesheets.</p>
<b>"LDSS" message</b>	<p>The most frequent cause for this message is that the machine is not communicating with the server. However, the message can also appear when there are high traffic volumes on the server (i.e. six weeks exams, printing report cards, etc.).</p>	<p><b>1st</b> - check the network connection cable to confirm that it is connected properly, then</p> <p><b>2nd</b> - power down the multi-function printer and restart the machine.</p> <p><b>3rd</b> - <u>Contact the campus ITS or the district mfp contact</u> if the message remains after restarting the machine. Additional research is needed to resolve this issue.</p>
<b>"Contact System Administrator" message</b>	<p>This message can be generated by a variety of issues; usually a software or communication error between the mfp and the district server.</p>	<p><u>Contact the campus ITS and/or the district mfp contact</u> and provide the information listed above. Additional research is needed to resolve these issues.</p>